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31 December 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed Agency Notice, "Referral of Employees for Reassignment"

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1. On this date Mr. [REDACTED] Office of Personnel, is hand carrying this proposed Agency Notice in order to obtain concurrences of the three Deputy Directors. At 1000 hours Mr. H. Gates Lloyd concurred for the Deputy Director (Administration). By 1100 hours it is understood that the Deputy Director (Intelligence) gave his concurrence. Mr. [REDACTED] then departed, and is obtaining the concurrence of the Deputy Director (Plans).

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2. At 1200 hours Mr. [REDACTED] of the Inspector General's office, telephoned Mr. [REDACTED], to offer comments on the proposed Notice. Mr. [REDACTED] joined the conversation. Mr. [REDACTED] offered the following suggested changes:

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a. That the first and second paragraphs be reversed in order. Mr. [REDACTED] did not think it appropriate that the Notice begin with the strongly negative, almost punitive, statements presently contained in the first paragraph. He believed that the Notice would be more wholesome if it began by giving employees and supervisors the correct procedures to follow and add later the harsh warning statements. He indicated that employees and supervisors had been in trouble before, largely because they did not know the procedures.

b. He indicated that from the point of view of the Inspector General the office to which the person is assigned should first attempt to solve a reassignment problem within its own walls. He indicated that the vast majority of cases called to the attention of the Inspector General should have been solved by reassignments within the component concerned, rather than by starting the more cumbersome machinery of Agency reassignment efforts and movements within a career service. He therefore recommended that the three subparagraphs under the present paragraph 2 be not considered as alternative actions, any one of which may be taken initially. He suggested that in every case paragraph a. be the first action of the employee and supervisor. Paragraphs b. and c. then would become optional courses of action, to be followed after paragraph a. action had been completed.

c. He recommended that in sub-paragraph b. the first word "may" remain unchanged but that "may arrange" be changed to "will arrange."

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d. Sub-paragraph a. and sub-paragraph c. would accordingly be changed from "may" to "will."

e. Main paragraph 2 would be reworded slightly, as indicated above.

3. It is to be noted that Mr. [REDACTED] was speaking about the draft of the Notice which was prepared in the office of the Deputy Director (Administration). The proposed Notice which is being coordinated has been changed slightly, which may affect the comments above.

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SA-DD/A:DST:mrp (31 December 1954)

Distribution:

1 - DD/A Chrono

1 - DD/A Subject

1 - [REDACTED]

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